



Commercial Coworking FAQs

Fed Free Week Event

Q: What is coworking?

A: Coworking is an arrangement in which workers of different organizations share office space, allowing cost savings and convenience through the use of common infrastructures, such as equipment, utilities, and receptionist and custodial services. Private-sector coworking has been widely available since the 2000s.

Q: When is the Fed Free Week coworking event?

A: November 14-18, 2022.

Q: Why are the only Fed Free Week locations in the Denver, San Francisco and DC metro areas?

A: GSA is using the Fed Free Week event in these three markets as a soft opening for our new commercial coworking offering, which is now available via contract to federal agency customers to meet unique short-term occupancy needs. (Contract offering FAQs are below.)

Q: How do I register to participate?

A: Visit the [FED FREE WEEK event webpage](#) or use this form to [pre-register with GSA](#). Shortly after, you will receive an email from GSA listing the coworking locations participating in your metro area. Follow vendor instructions to reserve space, per location.

Q: Will my agency or will I incur any costs to attend this event?

A: Thanks to our partnership with vendors, federal employees who pre-register with GSA will not be charged to cowork at participating locations during Fed Free Week. Likewise, agencies will not be charged. Transportation, parking, etc. costs are outside GSA's purview.

Q: How do I know if my agency is participating in Fed Free Week?

A: GSA is excited to bring this event to all federal agencies who wish to participate. We are notifying leadership and facilities & real estate teams within customer agencies about the event and fielding their questions as they arise. Ultimately, it is the choice of individual agencies and supervisors within those agencies whether to allow employee participation, so please check with your management.

Q: Do I need supervisor approval to attend?

A: All employees wishing to participate in GSA's Fed Free Week should follow your agencies' approval protocols and telework, remote work and other relevant policies.

Q: What do I do when I get to my coworking site?

A: Upon arrival, show your federal badge and let the vendor's onsite staff know you're there for Fed Free Week. The staff will provide further instruction.

Q: Where do I park? How do I find my location?

A: Directions, parking, transit and other related information is not managed by GSA. Some vendors may provide this information via websites or other materials.

Q: How will I access internet service?

A: Vendors will provide wi-fi at no cost, and connection instructions will be available onsite. Be sure to follow your agency's IT security policies.

Q: Can GSA employees participate?

A: Yes, after securing supervisor approval, GSA employees are welcome to pre-register and participate in the Commercial Coworking Fed Free Week.

Q: How can I/my agency cowork again/regularly?

A: GSA offers commercial coworking to federal agencies through an IDIQ contract vehicle to meet certain unique short-term requirements. See the offering/contract FAQs below.

Commercial Coworking Offering via Indefinite-Delivery-Indefinite-Quantity (IDIQ) Contract

Q: What is coworking?

A: Coworking is an arrangement in which workers of different organizations share office space, allowing cost savings and convenience through the use of common infrastructures, such as equipment, utilities, and receptionist and custodial services. Private-sector coworking has been widely available since the 2000s.

Q: What need does the commercial coworking offering meet for the federal government?

A: This IDIQ contract fills a gap, allowing the government to tap into commercial resources that the private sector has had access to for many years. We can now provide on-demand, short-term, flexible space solutions. A few use cases for the commercial coworking offering include:

- *Hiring surges.*
- *Emergency space.*

- *Swing space.*
- *Construction delays.*
- *Distributed work teams.*
- *Piloting a coworking program.*

Q: When is commercial coworking not the best solution?

A: The commercial coworking offering is not for:

- *Replacing a traditional lease.*
- *Configurations or space modifications.*
- *Exclusive use of a space or a specific area within it.*
- *Classified space.*
- *Use beyond 12 months without recompetition.*
- *Occupancy Agreements (this service purchase is via RWA).*
- *Recurring availability of specific offices or workstations.*
- *Personal items remaining in the space.*

Q: How does an agency secure commercial coworking / commercial space-as-a-service?

A: Agencies interested in pursuing a commercial coworking arrangement should contact their [PBS customer lead](#) to start a discussion about space needs. A GSA workplace strategist will join the conversation and help work through the steps of implementing commercial coworking. The space is provided as a service, and the process involves an independent government estimate (IGE), statement of work (SOW), and agency funding through a reimbursable work authorization (RWA). Then GSA conducts a competitive bid process with the commercial coworking IDIQ vendors. After a vendor has been selected and awarded, the agency, the vendor, and GSA collaborate and finalize arrangements for employees to access the coworking space.

Q: What timeframe limitations exist for this contract for space-as-a-service?

A: GSA's IDIQ contract allows task orders for no longer than 12 months of commercial space use. Any agency space needs that exceed 12 months must be recompeteted amongst vendors. There is no minimum contract length.

Q: Who can use this contract?

A: This contract is available for all federal entities in the executive, judicial and legislative branches of the federal government (including GSA). All task orders will be issued by GSA.

Q: Would a customer that requires primarily private offices be able to meet their requirements with GSA's commercial coworking offering?

A: Yes, an agency may have a requirement for only private offices under this contract, and GSA would note that in the scope of work. However, an agency cannot require exclusive access to the same private offices each day. Agency employees would need to remove their personal items daily, as the vendor cannot guarantee access to the same reservable office daily.

Q: Can an agency request use of private meeting room spaces in their scope?

A: Private group meeting rooms cannot be guaranteed in every vendor location. An agency may include use of a meeting room as an amenity space request in their scope of work, which will help vendors determine which coworking facilities to include in their proposal. Meeting room use must be incidental to use of workspaces under this contract and cannot be the driving requirement.

Q: Can a vendor offer refreshments, like coffee, to users at no cost?

A: Coffee may be an amenity included as part of the standard commercial service offering at some locations. Agency employees utilizing GSA's commercial coworking contract can take part in non-alcoholic offerings, but will be required to sign a user agreement stating that they are prohibited from being under the influence or using alcoholic beverages onsite.

Q: Is coworking only available in major markets? How do I know if commercial working is available near me?

A: The contract allows for all awarded IDIQ vendors to offer commercial coworking space wherever they wish in the continental U.S. Availability will vary, but GSA's commercial coworking offering is available in large and small markets. Work with your [PBS client lead](#) and workplace specialist to meet specific space solution needs.

Q: How much does a commercial coworking contract cost? How is pricing determined?

A: Unlike for traditional space occupancy agreements, the cost of commercial coworking is not a function of square footage. Factors that impact contract cost include: city tier (driven largely by size), duration of commitment, and number of workspaces needed.

Q: What are some benefits of GSA's commercial coworking offering?

A: Benefits include:

- *Turn-key space to use on demand.*
- *No minimum contract length or workstation requirements.*
- *Short window between RWA acceptance and space use.*
- *Available drop-in workstations, reserved workstations, and reserved offices.*
- *Available in large and small markets across the continental U.S.*

Q: Will parking be included in the service?

A: No. Parking will be the responsibility of the end user.

Q: Is there an option to cowork in federally controlled space?

A: GSA is developing a federal coworking offering. Federal agencies and employees will have access to the coworking experience in GSA-managed leases and owned buildings in a few markets, beginning in 2023.